



Peer Review Training Workshop

Session Objectives – Day One

Topic	Objectives/Purpose
Setting the Stage	By the end of this session, participants will have: <ol style="list-style-type: none">1. Reviewed the purpose of the training.2. Discussed the value of peer review in evaluating grant applications.3. Established a comfortable learning environment.4. Discussed logistical aspects of the training.4. Been welcomed to the training.
Choosing to Participate in the Peer Review Process	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Explain the process for being selected to participate in a peer review.2. Describe the initial contact from the Scientific Review Administrator (SRA) for participation in a peer review.3. Explain which factors to consider when accepting or declining an invitation to participate in a peer review.
Role of Consumer Advocates in Peer Review	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Describe NCI expectations of consumer advocates.2. Describe CARRA roles and responsibilities in peer review.3. Explain the difference between the collective views of survivors, patients, family members, and persons affected by and at risk for cancer as opposed to one's personal experience.
Getting Started: Receiving Your "Box" of Peer Review Materials	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Describe the peer review materials sent to CARRA members.2. Discuss ways to ask for help: SRA and CARRA members.3. Describe other resources that are available to peer reviewers (i.e. internet).4. Describe what homework to do before participating in a peer review.
Soup to Nuts Review of Your "Box"	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Describe logistics procedures regarding travel to a peer review.2. Discuss the rules regarding confidentiality/conflict of interest.3. Describe what is and what is not appropriate lobbying.4. Discuss the "anatomy of a grant".5. Discuss how to go through a grant application.6. Describe the different types of grants and how consumer advocate participation may vary with each mechanism.
Wrap Up and Evaluation	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Review key messages from the day.2. Receive answers to their questions.3. Get answers to items on the parking lot.4. Provide feedback about today's session.



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Session Objectives – Day Two

Topic	Objectives/Purpose
Review/Preview	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Review key messages from the previous day.2. Preview the day's content and activities, and how they relate to sessions from the day before.
Evaluation Criteria for Peer Review	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Describe how the scientific merits of a research proposal are evaluated.2. Recognize what consumer advocates should question in a grant application.3. Discuss how grants are scored.
Human Subjects in Research	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Discuss the different types and phases of clinical trials.2. Describe issues relevant to human subjects concerns.3. List several ways human subjects are protected in research (including IRB, informed consent, etc.).4. Describe the importance of including women, minorities, and children in clinical trials.5. Identify barriers that deter people from participating in research studies.6. Explore methods for recruiting minority groups as participants in clinical and population research studies.7. Describe codes for inclusion of human subjects.
Writing Critiques of Grant Applications	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Describe <i>how</i> and <i>when</i> to submit critiques.2. Describe effective ways of writing up their comments.3. Practice writing a critique.
Procedures for Participating in a Peer Review	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Describe the peer review meeting process.2. Describe the roles of the chairperson, SRA, primary and secondary reviewers in a peer review.3. Describe etiquette for participating in the peer review process.
Wrap Up and Evaluation	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Review key messages from the day.2. Receive answers to their questions.3. Get answers to items on the parking lot.4. Provide feedback about today's session.



Peer Review Training Workshop

Session Objectives – Day Three

Topic	Objectives/Purpose
Review/Preview	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Review key messages from the previous day.2. Preview the day's content and activities, and how they relate to sessions from the day before.
Mock Peer Review	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Observe a mock peer review.2. Explain effective communication techniques to use in the peer review process.3. Discuss what a consumer advocate would comment on during a peer review.4. Describe what happens after the peer review meeting (i.e. summary statement, 2nd level of review, and funding).
Challenging Scenarios in Peer Review	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Describe some challenging scenarios related to consumer advocate participation in the peer review process.2. Demonstrate effective strategies for participating effectively in the peer review process.
Next Steps and Workshop Wrap Up	At the end of this session, participants will be able to: <ol style="list-style-type: none">1. Provide feedback about the training.2. Talk about next steps.